



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	5-24-2011
Subchapter:	1	Forms	
Issuance:	5.52	<b>CP&amp;P <a href="#">Form 5-52</a>, Relative/Family Friend Resource Assessment Letter</b>	

Click [here](#) to view, complete, and print CP&P Form [5-52](#), Relative/Family Friend Resource Assessment Letter.

### WHEN TO USE IT

In accordance with N.J.S.A. 30:4C-12.1, CP&P must initiate a search for relative resources within 30 days of placing a child out of home. The Division may also learn of a family friend (from the parent, relatives, or from the child), who may be a placement resource for the child.

Send this letter to a relative or family friend when CP&P has determined that the child will not be placed in his or her home. Send the letter within one week of the agency's decision.

### HOW TO USE IT

- Prepare the CP&P Form [5-52](#) using the on-line form in the computerized Forms Manual.
- Check only one radio button. This will format the letter for the appropriate response for a relative or family friend based on the options described below. The two unwanted options will disappear.
- Depress the tab key to navigate between the text fields and drop down boxes in the template.

### TIPS FOR COMPLETING THE FORM

- When opening the form, click on "Enable Macros" when prompted.
- Enter the NJ SPIRIT case identification number, where indicated (under "RE"), to identify the case.

- Enter the name of the respective CP&P Local Office in the first paragraph.
- Complete all text and drop down fields based on the option chosen.
- Pick an option:
  - Check the first option when CP&P has determined that the relative is not willing or able to care for the child. Enter text to explain the reason for this determination. The reasons should be defensible in a hearing and documented in the electronic case record. Reasons could include, but are not limited to:
    - The home appears to be unsafe for the child (give reasons such as the heating system is inoperable, the home is condemned, there is no electricity).
    - The relative cannot take the child because his or her home has insufficient space to meet the child's privacy needs.  
Note: Appeal rights are only part of this option.
  - Check the second option when CP&P has determined that it is not in the child's best interest that he or she be placed with the relative. Enter text to explain the reason for this determination. Reasons could include, but are not limited to:
    - The child has been residing with his or her current resource parents for several years, is bonded to them, and has had limited contact with the relative.
    - The child's current placement is located very close to his or her biological parents, permitting frequent visitation and facilitating the goal of reunification.
    - The child is placed with siblings at present, and the relative advised that he or she can only care for one child. See [CP&P-III-B-2-300](#) Concurrent Permanency Planning, [CP&P-IV-B-2-100](#), Resource Home Selection, and the Concurrent Planning Handbook.
  - Check the third option to inform a family friend that the child will not be placed in his or her home. (An explanation is not necessary.)  
Note: If you inadvertently check the wrong radio button, close the form, do not "save," open it again, and select the appropriate radio button.
- In option one or two above, if the reason for rejection is based on information subject to confidentiality restrictions, do not share the information with the relative. Instead, advise the relative that the Division has received, or a search of Division records has revealed confidential information that indicates the child may be at risk of harm if placed in the home.

- Print the completed form on Local Office letterhead.
- The Local Office Manager, or his or her designee, signs the letter.

## **DISTRIBUTION**

Original - Relative or family friend

Copy - Child's case record

Copy - Interstate Service, if appropriate